

## **TRANSPORTATION METHODOLOGY**

### **STEP 1: DETERMINE THE ISD TOTAL NUMBER OF CHILDREN RIDING A SPECIAL EDUCATION BUS PER YEAR:**

- a. Calculate the number of possible 1-way trips per ISD per year from the SE-4094
  - i. Obtain the number of “Total riders per count week”(this would equate to the average number of 1-way trips per day).

Note: Per the SE-4094 instructions, Line 30 contains this figure – Total Riders Per the Count Week”..... include the number of riders averaged over the five day count week for special education. So this is actually a daily average one-way riders. These are pupils who have a current individualized educational committee reports requiring specialized transportation services as of that count period and who ride a specialized transportation vehicle (Any special education pupil who rides on a regular educational vehicle can only be counted as a regular education pupil and included in column 2”.....
  - ii. Determine the number of one-way trips that occurred for the school year. This is done by multiplying the rider count from Line 30 (“Total riders per the count week”) times 2 to reflect 2 one-way trips per day, times 180 days in a school year. *This will equal the total ISD annual one way trips.*

### **STEP 2: DETERMINE THE TOTAL ISD COST PER ONE WAY TRIP:**

- a. Calculate the ISD cost per one way trip:
  - i. Divide the total ISD annual Medicaid allowable costs from the SE-4094 by the number of ISD annual one way trips. *This will equal the “ISD cost per one way trip”.*

### **STEP 3: DETERMINE THE NUMBER OF ELIGIBLE TRIPS TO REPORT:**

- a. The ISD/Medicaid Provider will have to identify the number of one way trips that qualify for Medicaid billing.
  - i. These trips must be for Medicaid eligible recipients, where there is ridership documentation (i.e. a bus log), the service is documented in the IEP/IFSP and there is another Medicaid covered service provided on the same date of service. The ISD will be responsible for maintaining all billing documentation for audit purposes.
  - ii. The ISD will submit to MSA Settlement Section the number of Medicaid billable trips on a monthly/quarterly basis. MSA Settlement Section will multiple the number of Medicaid eligible trips times the per trip rate for that ISD and issue a payment to the ISD (frequency of this process yet to be determined)

### **STEP 3: ANNUAL RECONCILIATION**

- a. On an annual basis the cost per one way trip will be recalculated based on the new cost report data and an updated ISD reimbursement rate published to the ISDs.